



ATTACHMENTS MINUTES

**Environmental Services Committee
Meeting**

Tuesday, 1 September 2020

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7.1	Consultation Plan for the Draft District Plan	
	Attachment 1 District Plan Review Consultation Plan Version 2	4

DRAFT DISTRICT PLAN - CONSULTATION PLAN

1.0 ISSUE / TOPIC

This plan relates to the release of a Draft District Plan.

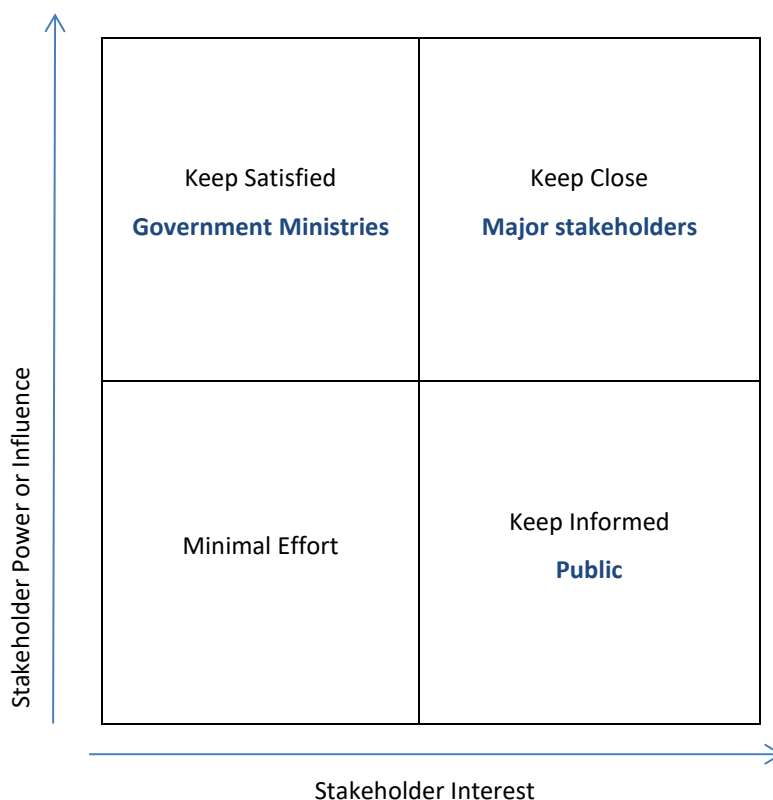
2.0 PURPOSE & OBJECTIVES

Purpose: To test the key changes and the detail of the Draft Plan in order to gain a greater understanding of the resource management issues and options to address those issues in the Draft Plan.

Objectives:

1. Obtain feedback from the public and stakeholders on the major changes proposed in the Draft Plan.
2. The detail of the Draft Plan and the functionality of the e-plan will be tested by the public, stakeholders and staff/consultants.

3.0 POTENTIALLY AFFECTED PEOPLE & GROUPS



People / Stakeholders	Matters effecting Consultation Technique	Significance of Issue (+ve and -ve)	Extent to which Views are Already Known	Sensitive Information (Yes/No)
Government Ministries	Formality required	Low	Known	N
Environment Canterbury	Formality required	High	Known	N
Adjoining Territorial Authorities	Formality required	Low	Not known but anticipated	N
Iwi	Have developed provisions with the group	High	Known	N
Environmental Groups (Forest & Bird, Fish and Game, Environmental Defence Society etc)	Have kept well informed throughout the process	High	Known	N
Industry Groups (Federated Farmers, Horticultural NZ, Quarry Association, Wind Turbine Group Etc)	Will be first look at the provisions	High	Not known but anticipated	N
Business Groups (Chamber of Commerce, business round table etc)	May have limited knowledge of the District Plan	Medium	Not known but anticipated	N
Council affiliated organisations (Primeport, Alpine Energy, TDHL)	Specifically consult with	Medium	Known	N
Large corporates/businesses (Fronterra, Silver Fern Farms, Alliance, RHL etc)	Will have knowledgeable representation	High	Not known but anticipated	N
Landowner Groups (Upper Rangitata landowners, Maori purpose zone and landowner affected by Maori purpose zone buffer; landowners subject to new landscape classifications)	Specifically consult with	High	Known	N
Developers	Likely to request zoning on specific sites	High	Known	N
SNA Landowners	Already consulted	High	Known	Y
Land owners wanting rezoning	Already consulted in GMS process	High	Known	N
Local surveyors & planners	Have good understanding	High	Not known but anticipated	N
General Public	May have limited understanding of the District Plan	Medium	Not known	N
Town centre group and businesses	Likely to have limited understanding	High	Not known but anticipated	N

4.0 POLITICAL EXPECTATIONS

Continue with an open, highly consultative approach to the District Plan Review process.

5.0 KEY ISSUES

There are numerous potential issues associated with the District Plan Review that includes a large number of new provisions. As it is not possible to highlight all potential issues, the intention is to focus the consultation on the major changes proposed. The benefit of this approach is that Council will then know the public and stakeholders response to the key issues. The following are considered to be the key issues associated with the Draft District Plan:

1. The location and extent of zoning;
2. The approach to rural lifestyle development;
3. The sites of significance to Maori provisions;
4. The scale of new development enabled in the Medium Density Zone;
5. Restrictions on new development in natural hazard areas;
6. The heritage provisions;
7. The earthworks provisions;
8. The SNAs provisions;
9. The landscape provisions
10. Town centre provisions.

6.0 RISKS OF CONSULTATION

Risk	Description	Likelihood	Consequence	Score	Tolerance	Avoidance	Mitigation if Happens
Wide Public Disapproval	Major public or stakeholder disapproval	1	5	5	Intolerant	Prior consultation. Draft Plan	Liaise with stakeholders. Change proposed plan.
Drives a sharp increase of applications	Increased number of applications before new rules have legal effect resulting in removal of the values intended to be protected	1	5	5	Some tolerance	Do not include draft provisions that would most likely lead to this behaviour e.g. heritage list and SNA schedule not to be included	Application to Environment Court for rules to have immediate legal effect
Consultation Confusion	People are confused regarding the purpose of the consultation	3	1	3	Tolerant	Communications plan re role and purpose of Draft Plan	Change communications plan

Risk	Description	Likelihood	Consequence	Score	Tolerance	Avoidance	Mitigation if Happens
Faulty Submission system	Submission system does not work	1	5	5	Not tolerant	Test submission system. Backup systems	Use alternative i.e. squiz
Legal Errors	Draft Plan contains legal errors	1	1	1	Tolerant	Peer & legal review	Only a Draft Plan and therefore rules do not have legal effect

7.0 BUDGET

The District Plan Review budget for the 2020-21 financial year is sufficient to conduct the consultation, summarise the consultation, discuss with elected members and to go through a process of amending the provisions as required.

8.0 COSTS & BENEFITS

Costs

- The consultation process will take 2 months
- External costs will be approximately \$60,000, which will mainly consist of consultant input and advertising
- There are some risks but most are unlikely or manageable

Benefits

- The consultation provides valuable information that can be used to test the provisions and ensure they are robust and defensible.
- Council will be informed of stakeholders and the public reaction to the draft provisions prior to release of the Proposed District Plan.
- It provides an opportunity to amend any defects or make any policy changes as a result of the consultation

9.0 TECHNIQUES

Technique	Reason for Technique	Target Group
Electronic Feedback Process using e-plan Note: Any feedback received by elected members should be lodged through the e-plan.	<ul style="list-style-type: none"> • Easy and equitable • Enables detailed input 	Public & stakeholders
Speak to the planner sessions	<ul style="list-style-type: none"> • Opportunity for detailed discussions 	Public

Technique	Reason for Technique	Target Group
(Booking required; consultants to lead; limited time per person; based around the district)	<ul style="list-style-type: none"> • Opportunity for people without a computer • Opportunity to inform and explain the Council approach 	
Stakeholder meetings/workshops by key topics/stakeholder - Early warning of meetings will be given	<ul style="list-style-type: none"> • Opportunity for detailed discussions • Opportunity to inform and explain the Council approach 	Stakeholders

Notice of the consultation will be provided by:

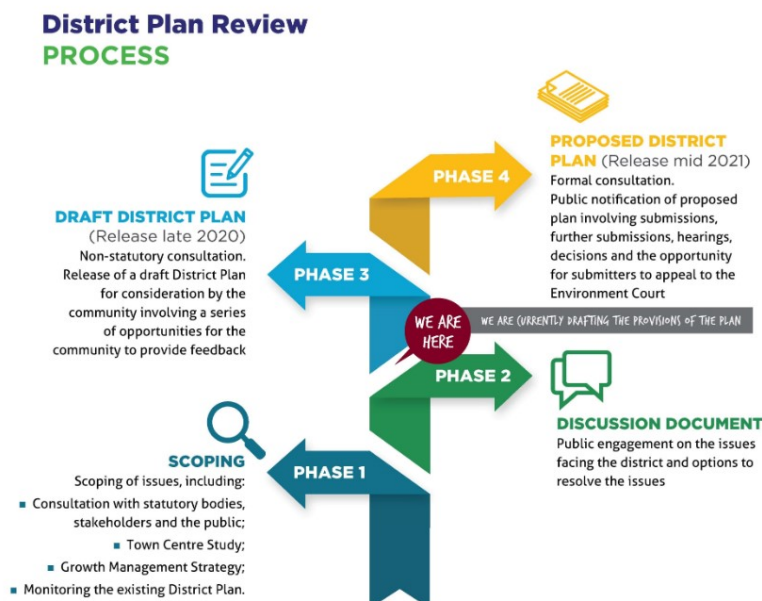
- Newspapers notice
- Newspapers summary document
- E-mail notice to DPR list
- Letters to statutory organisations
- Letters to stakeholders groups
- Radio adverts
- Website
- Facebook

Summary information focusing on the key issues will be provided in the newspaper, attached to DPR list e-mails, on the website, and discussed in pod-casts. There will be summary information for each chapter. Newspaper summary information will be focus on the key issues identify in section 5. The summary information will summarise:

- The current provisions/approach of the Operative District Plan;
- The issue;
- Draft provisions;
- What it means in practice;
- Reasons for the provisions.

Newspaper information may be staged in bite sized chunks (e.g. topic of the week). Newspaper information could be in the form of a Council insert, or a newspaper article, or both.

A diagram of the process should be provided on all major communication to ensure understanding of process and the extent of consultation that has already occurred. The diagram will be an adaption of the existing diagram below, but including more detailed regarding the consultation and collaborative approach to plan making.



10.0 TIMING & HUMAN RESOURCES

The public consultation period will commence at the start of October and end in November 2020, with exact dates to be confirmed closer to the date. The remainder of the financial year will be spent considering the consultation, amending the plan if required and preparing it for notification. Direct consultation with landowners with new heritage listings, landscape classifications or which are located in the proposed Maori Purpose Zone will occur in August / September.

11.0 EVALUATION OF CONSULTATION

The effectiveness and efficiency of the consultation will be evaluated throughout the consultation by the District Planning Manager.

12.0 COMMUNICATION PLAN

Communication will be mainly via formal means (e.g. newspaper notices, website etc). The exception to this would be staff and elected member contact with the public and stakeholders in meetings. All media communication will be provided via the Communication Manager and will be approved by the District Planning Manager or Environmental Services Manager. Elected members will kept informed of any media releases by the Communications Managers daily update. The District Planning Manager will inform elected members of any other significant changes via e-mail.

12.1 COMMUNICATION FOCUS POINTS

12.1.1 The First Cut

An issue with consultation on Draft Plan is that the public will likely consider that the Draft Plan provisions represents Councils final position. To ensure that does not happen it is crucial that the consultation clearly indicates that the Draft Plan is not Councils final position. This should be reinforced in all communication associated with the Draft Plan. This message can also be supported by branding the consultation on the Draft Plan as something like *"Draft District Plan - The First Cut"*.

12.1.2 Going the Extra Mile

Another key matter that needs highlighting in any communication is that Council is taking an extra (non-statutory) step by consulting on the draft plan. This is being undertaken as a genuine desire to understand stakeholders/public views and to improve the plan.

12.1.3 Communicating the Basics

Basic information about what a District Plan is; how it effects the average person; and the difference between the District Plan and Long Term Plan and Annual Plan will need to be provided.

12.1.4 Fostering Solution Focus Input

Ideally communication should foster solution focused input from the community and stakeholders.

12.2 FURTHER COMMUNICATIONS PLANS

Once this consultation has been approved, the communications protocol template will be completed and provided to customer service and TAS. The Communications Manager will develop a specific communication plan for this consultation.

13.0 COMPLIANCE WITH STATUTORY MATTERS & CONSULTATION PRINCIPLES

The consultation complies with all statutory requirements of the Local Government Act 2002 and the Resource Management Act 1991.

14.0 THE PROCESS POST CONSULTATION ON THE DRAFT DISTRICT PLAN

The following process will be undertaken post the consultation on the Draft District Plan.

1. Acknowledgement and thankyou e-mail sent to participants
2. Summary of the feedback provided per chapter
3. District Planning Manager decision as to whether to refer any matter back to the Technical Working Group. Note this will only occur if major policies changes are considered necessary
4. Technical Working Group to agree any major policy changes

5. Summary of feedback and revised provisions (if any) workshopped with Council and Council's final direction provided
6. Drafting finalised
7. Peer review of amendments
8. Legal review
9. Plan integration check
10. Final draft plan presented to Council for agreement to release proposed plan